

ADMINISTRATIVE ASSISTANT REPORT

May 2013

05/24/13

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and submitted the Form C report to the WI DOR. The Form C sub-report was submitted to the DOR by the deadline. The auditors will come and do the "testing" portion of the audit on Wednesday, June 19th & possibly Thurs, June 20th. I still have quite a bit of work to finish before they can come, so I'll need to have some uninterrupted time to get ready for the testing portion of the audit.
 - a. The Treasurer and the Clerk will be here on the 19th so they can answer audit questions and provide whatever documents the auditors may need from them. Pete has set up a meeting with Mark Van Vlack to review audit questions, concerns and recommendations.
2. The monthly budget reports are caught up ~~ thank you again for your patience. The current software company made remote changes to the Town's program to allow me to process the monthly 2013 reports, while keeping 2012 available. However, it did not carry balances forward from 2011 to 2012 to 2013, so I had to make manual beginning balance entries to each of the years.

GRANTS:

1. The 2012 Recycling Grant final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. This reporting was electronically submitted and received by the DNR by the April 30th deadline. The 2013 Recycling Grant payment has been received.

MISCELLANEOUS:

1. Parking tickets, grant reimbursements, airport parking renewals, etc will be sent out.
2. Everyone has been copied on the letter received earlier this month, questioning the 4% administrative fee for non-routine billing, and my response. Please let me know if you would like any changes to this fee or procedures.
3. Insurance renewal quotes for General & automotive coverage for the period of 6/10/13-06/10/14 will be submitted at the May 28th, 2013 Town Board meeting for your discussion and/or renewal.
4. Waggie and I will be taking time off here and there. We both have vacation time to use before our anniversary dates (Waggie's is mid-June and mine is early July).
 - We may both need to request a short extension to use up existing vacation time.
 - Some needed times off may overlap between Waggie & I, so we will post notices of this at the Town Hall & the Post Office

I will be out of the office May 28th. I apologize for being gone on the 28th especially with it being a Town Board meeting day and payroll processing, but I was unable to schedule the appointment for any other time.

- I'll be processing vouchers over the weekend, so that they will be ready for the 5/28/13 TB meeting.
 - Timesheets, as much as I am able to, will be processed this weekend and the remainder will be done on Weds. Due to the Director Deposit timing, payroll must be uploaded by 4:00 on Weds.
5. Reminder that Monday, May 27th is a holiday and the Town Hall will be closed that day.

Respectfully submitted,

Barb Nelson
Administrative Assistant